

# STOKENCHURCH PRIMARY SCHOOL

## JOB DESCRIPTION

<b>Post</b>	Cover Learning Support Assistant (LSA)
<b>Salary Scale</b>	Buckinghamshire School Pay Range 2, (point 11 – 15)
<b>Hours</b>	8.30am – 3.15pm (to include 30 mins unpaid lunchbreak) 26.25 hours per week – 39 weeks per year (to include Training Days)
<b>Contract Type</b>	Full Time (Term Time Only) - Permanent
<b>Reporting to</b>	Phase Leader / Deputy Headteacher

### KEY DUTIES AND RESPONSIBILITIES:

Provide cover for absent Learning Support Assistants. This will involve working across all year groups to meet the need of the school as directed by the Senior Leadership Team.

The post holder will be expected to work with individual children having special, or particular, needs and/or groups of children – as directed by the teacher/phase leader.

The post holder will be expected to report to the relevant Phase Leader at the start of the day.

The following does not represent an exhaustive list but gives an indication of the role of the post.

#### 1. Classroom Preparation

- To prepare classroom and associated areas for learning, preparing materials and setting out equipment, apparatus, etc.
- To put away materials after use and ensure classrooms and associated areas remain tidy
- Make up and maintain work cards/sheets/books and other teaching aids – as necessary
- To prepare work and notices for display, or other purposes
- Assist with/arrange displays and interest tables

#### 2. Planning and Organisation

- To be involved where appropriate with in-service training with particular reference to developing the role of learning support staff
- Discuss with relevant members of the teaching staff programmes for the lesson/day/week/term
- To assist with the general management and organisation of children and resources/equipment which relate to the support of children
- To assist with the planning and organisation of educational visits and outings
- To participate in the planning process and contribute to the formation of:-
  - I.E.P.s / SSPs
  - Statements for Special Needs

#### 3. Working with Children

Under the guidance / direction of relevant members of the teaching staff:

- To work with individual or groups of children in or outside the classroom, on specific activities, such as:
  - reading, writing, running ELS, ALS and FLS initiatives
  - practical, creative, recreational activities
  - the use of specialised equipment e.g. computers
- To assist children, for example with toileting, the attainment of personal hygiene skills, the removal/replacement of clothing/footwear
- To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly.
- To refocus children and ensure that they are 'on task'
- To guide and assist the development of children's:
  - social behaviour, attitudes and skills
  - independence skills
  - literary, mathematical, scientific, technological and manipulative skills
- To assist with the implementation of specific learning, behavioural modification and therapy programmes

- To support children with sensory/physical problems – as and when necessary e.g.:-
  - assist in mobility training
  - assist in the provision of physical management programmes
  - assist with alternative methods of communication with non-communicative children.
- To cover a class for up to 1/2 day when necessary

#### **4. Assessment of children**

- General observation of children, giving feedback to staff – as relevant
- To monitor children's progress, or otherwise, identifying particular needs, difficulties, problems and, to discuss these with relevant members of the teaching staff
- To keep formal records of activities undertaken and of developmental achievements.
- To retain evidence of key stages of development attained
- To assist with assessment of key stages and Foundation Profiles
- To update Tapestry where appropriate
- To support invigilation of a group of children in or out of the classroom
- To provide information for, attend and contribute to, the annual review process and /or case conferences.
- To attend other relevant meetings concerning the social and/ or educational needs of the child(ren)

#### **5. Care and Welfare**

- Where a First Aid qualification has been achieved, staff to provide administration of first aid when necessary and keep accurate records
- Deal with minor medical needs – such as checking hearing aids, etc.
- When necessary, to issue prescribed medication – in line with the schools policy and procedures and following prior agreement with the parents
- To ensure prompt attention received by any child requiring medical assistance
- To ensure Health and Safety regulations are complied with at all times

#### **6. Liaison with other Staff, Parents, Multi-Professional Service representatives**

- As necessary, to liaise with other members of staff, parents and representatives from professional support services e.g. health visitors, school nurse and other agencies
- To mentor new Teaching Assistants
- To support persons undertaking training and work experience
- To liaise with the School's Special Needs Governor – as required
- To telephone parents/carers regarding daily occurrences e.g. uniform issues, medical needs
- To guide and assist parents working within the school
- To attend Parents Consultation Meetings in line with school policy

#### **7. Administration**

- To undertake administrative tasks at the direction of the Headteacher – and help contribute, in general terms, to the smooth running of the School
- To undertake specific administrative tasks – associated with those children receiving special care or attention – as relevant and directed
- To support with communications to parents/carers
- To register children and sign homework diaries when requested by the Class Teacher

#### **Other Associated Tasks**

- Attend relevant courses / training to develop and broaden awareness
- Participate in School activities
- Bring children off the playground and into class when necessary
- Reinforce the standards and expectations that exist within the School

Any other duties and responsibilities, which do not change the general character and purpose of the post, as may be required, following consultation with the Headteacher.

Name: \_\_\_\_\_

Signed \_\_\_\_\_ Post Holder Date: \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher/Deputy Headteacher Date: \_\_\_\_\_